



Committee called to order by Heather Leavell, Co-Chairman, on October 9, 2012 at 7:10 p.m.

Members present: Heather Leavell, Co-Chair, Sarah Burks, Co-Chair, Aimee Taberner, Co-Chair, Jacqueline Bates, Dan Johnson, Geraldine Tremblay, Terry Shaoul, Recording Secretary. Members Absent: Roly Chaput, Christine Sharbrough, Paul McGaffigan, Treasurer, James McGough, Trustee Emeritus. Advisor: Chuck Luca.

**Minutes of June 12, July 10, no August meeting, and September 11, 2012** - All minutes were reviewed. S. Burks made a motion to approve the June, July and September minutes as corrected. A. Taberner second. Unanimously approved. D. Johnson suggested we track action items to keep up to date on them.

**Treasurer's Report** - The Treasurer's report was distributed to the Trustees. Bills - S. Burks submitted receipt for stamps for Bob Shure event mailing in the amount of \$135. A. Taberner made a motion to recommend to the Corporation to reimburse S. Burks in the amount of \$135 as stated above. G. Tremblay second. Unanimously approved.

**Volunteer** - D. Johnson advised that there may be possibly two people who are interested to docent from the LDS Community. Will know more later on. Discussion ensued as to the possibilities of what other things the docents can do when the Museum is quiet.

**150th Anniversary** - Art on the Green - C. Luca reported we did make a profit of around \$500 did not know the numbers yet. Thank you notes to all contributors need to go out. C. Luca, A. Taberner and S. Burks will work together on this. Bob Shure Event, November 4, 2012. Cards have gone out. J. Bates calling caterers. H. Leavell looking into press release. G. Tremblay will look into wine service.

**Fundraising** - H. Leavell reported need to come up with an Annual Appeal letter and asked for suggestions. Hopes to have letter ready to go out by mid-November. Some suggestions were a review of the Anniversary year, a collage, numbers at each event, guests that visited, membership. As a note, Rita Wright is the new Director of Springville Museum of Art in Springville, Utah.

**Collections** - H. Leavell reported receiving more boxes from the Rell Francis Estate. H. Leavell will send thank you note and Gift of Deed. C. Sharbrough has photos of the first gift. G. Tremblay said that Pat McCabe has diary of Vittoria Collona. A. Taberner interested in research for Arlington Renaissance book. A. Taberner reported that Elizabeth Fern and Margaret Barnet from Arlington Cultural Council have committed to the project. There will be a meeting on October 15th and will discuss our case. A. Taberner will resubmit our project with paperwork with new grant - new dates.

**Marketing** - H. Leavell stated 2013 need to concentrate on Development and Fundraising. D. Johnson gave some ideas going forward to try to get to larger audience and more corporate base. There were other suggestions for future .

**Correspondence** - G. Tremblay reported that the Museum sent a certified letter and check to Walter Kmiec but have not heard anything from him and the check has not been cashed as of this date.

**New Business** - G. Tremblay stated that we need another locking fireproof file cabinet to house archival papers. H. Leavell reported that C. Sharbrough has a new job - Head of Department of Readers Services in Chelmsford so she will not be able to attend Tuesday meetings. She would like to stay as a Trustee. It was the consensus that she should stay as a Trustee.

A. Taberner made a motion to adjourn. G. Tremblay second. Unanimously approved.

Meeting adjourned at 9:00 p.m

Terry Shaoul, Recording Secretary